



Defense Logistics Agency

Defense National Stockpile Center

IGD 1007: COMPETENCE, TRAINING AND AWARENESS

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1.0 PURPOSE

This IGD identifies training needs for personnel whose work responsibilities may create a significant impact on the environment or significant SOH risk. In addition, this IGD describes procedures that make Depot employees, at each function and level, aware of important ESOH issues. This IGD applies to all applicable employees of DNSC headquarters and all Depots who are responsible for those activities and operations impacting environmental aspects and safety and occupational health risks. Management is responsible for ensuring that applicable personnel receive training to achieve an appropriate level of ESOH competence and awareness.

2.0 PROCESS

2.1 Conformance with Established Policies and Procedures

Our ESOHMS program requires us to implement a training program (ISO 14001 Standard and OHSAS 18001 specification 4.4.1, 4.4.2, and 4.4.4). Our goal is not only to meet the directive established by our ESOHMS, but to define a program that engages our workforce and focuses us toward environmental, safety and occupational health (ESOH) awareness. Each of us is the key to assuring strong ESOH stewardship. Three types of training are included in our program. Our intention is to tailor our program to each individual job position, while focusing and engaging in discussions about ESOH issues. You will be provided with topics of discussion for your monthly safety meetings. These topics will reinforce those concepts presented within our environmental, safety and occupational health policy.

The **three types of training** are: 1. Job function training (for example DOT and HAZMAT training); 2. Environmental program training (for example stormwater management); and 3. Monthly safety meetings (discussions on ESOH topics and the ESOHMS).

How do I know what training I need? Your training coordinator along with the Distribution Facilities Manager, will help you execute this training program. A training database will be prepared that will identify the training each individual will receive.

How do I go about getting this training? Your training coordinator and Distribution Facilities Manager will be provided with course information including dates and locations.

How do I get credit for this training? If applicable, a 1556 will be completed for each course. This will assure proper credit is given to all personnel.

All persons working in or on behalf of the government, whose work responsibilities may impact the environment, and/or safety and occupational health shall be made aware of the importance of conformance with, and the



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consequences of departure from:

- a) DNSC Environmental, Safety and Occupational Health Policy Statement.
- b) DNSC's ESOHMS and all applicable directives, policies, procedures, guidelines, and requirements identified in this Manual, including emergency preparedness and response requirements.
- c) Identified roles and responsibilities.

2.2 Training Classes

This may be accomplished via:

- a) New employee orientation training.
- b) Specific, job-related and technical training.
- c) Environmental compliance training.
- d) Environmental awareness training.
- e) Safety and Occupational Health training.
- f) Emergency response training.
- g) Other internal communication vehicles.

Management and supervision of the various strategic business units and DNSC support departments are responsible to assure conformance with established ESOH policies, procedures, etc. (Completion of required training is documented and maintained on DNSC's training database.)

2.3 Roles, Responsibilities and Accountabilities

Roles and responsibilities of persons working in or on behalf of the government whose work may have an ESOH impact are identified through specific job descriptions, other aspects of their functional work assignments, and performance expectations contained in their respective strategic plans and directives (Structure and Responsibility).

Accountability for achieving conformance with the ESOH Policy Statement procedures and requirements of the ESOHMS, including emergency preparedness and response requirements, is provided by the employee's general and specific standards in the performance appraisal process.



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2.4 Competence

Competence levels for DNSC personnel are detailed in the job announcement. Personnel performing the tasks that can cause ESOH impacts shall be based upon:

- a) Education
- b) Equivalent work experience
- c) Specialized training programs (internal or external)

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all inclusive but rather to provide examples of typical documentation and records, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.

- 3.1 [Environmental Safety and Occupational Health Awareness Training Manual](#)
- 3.2 [Table 6, Structure and Responsibilities](#)
- 3.3 ESOH Training Database
- 3.4 [The ESOH Management System Pocket Guide](#)

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